



ROCKFORD POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 4.02

TITLE: TRAINING

SERIES: 4 - TRN

SERIES TITLE: TRAINING

TOPICS / REFERENCE: IN-SERVICE TRAINING, ROLL CALL TRAINING, TRAINING

APPENDICES: NONE

ORIGINAL EFFECTIVE / ISSUE DATE: OCTOBER 24, 2005

DATE OF LAST REVISION: DECEMBER 3, 2019

THIS ORDER REMAINS IN EFFECT UNTIL REVISED OR RESCINDED

POLICY:

It is the policy of the Rockford Police Department to establish and maintain the basic and advanced training needs of the Department and its personnel.

PURPOSE:

The purpose of this General Order is to establish and maintain a comprehensive training program to ensure that Department personnel remain abreast of current trends in law enforcement procedures, change in laws, and Department policies.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered section:

- I. OVERVIEW OF TRAINING PROGRAMS**
- II. RESPONSIBILITIES OF THE TRAINING UNIT SUPERVISOR**
- III. TRAINING COMMITTEE**
- IV. ATTENDANCE AND RECORD MAINTENANCE**
- V. REMEDIAL TRAINING**
- VI. LESSON PLANS AND TESTING**
- VII. STAFF AND INSTRUCTORS**
- VIII. IN-SERVICE AND ROLL CALL TRAINING**
- IX. SPECIALIZED TRAINING**
- X. RECRUIT TRAINING**

XI. CIVILIAN EMPLOYEE TRAINING

XII. ACCREDITATION FAMILIARIZATION

APPENDICES:

I. OVERVIEW OF TRAINING PROGRAMS:

- A. The Department's training program will encompass the following:
1. Recruit training;
 2. In-service training;
 3. Roll call training;
 4. Advanced and specialized training;
 5. Instructor training;
 6. Field Training Officer Program training;
 7. Civilian Employee training; and
 8. Identifying public and private organizations and resources available to supplement the training needs of the Department.

II. RESPONSIBILITIES OF THE TRAINING UNIT SUPERVISOR:

- A. It will be the responsibility of the Training Unit Supervisor to coordinate and administer the Department's training programs. The duties associated with training will include the following:
1. Plan, develop, and implement training programs;
 2. Serve as liaison to the certified basic law enforcement-training academy;
 3. Notification of available training programs;
 4. Provided annual budget requests;
 5. Maintain training records including;
 - a. The title of the training received
 - b. The dates and number of hours of attendance
 - c. The identification of trainers or agencies presenting the course
 - d. The names of all personnel receiving the training
 6. Prepare evaluations of training programs and submit an annual report for inclusion with the Department year-end report;
 7. Supervision of instructors;
 8. Schedule instructors from outside resources, both public and private, offering services beneficial to training goals;

9. Assist in the formulation of civilian employee police related training specific to the needs of the Department (Other civilian employee training may be conducted by the City of Rockford Personnel Department); and
10. Assume the responsibilities as Rangemaster for the Department's firearms program, to include administration of range operations and maintenance.

III. TRAINING COMMITTEE:

- A. The Department Training Committee, consisting of sworn and non-sworn members, shall be formed for the purpose of:
 1. Identifying the training needs within the Department and assisting in developing programs to meet those needs; and
 2. Developing the Departments training plan.
- B. The Training Committee shall consist of the following members:
 1. Chief of Police or designee
 2. Training Supervisor
 3. 1 Sergeant
 4. 1 Investigator
 5. 1 Officer
 6. 1 Officer appointed by the President of the PBPA Unit #6
 7. 1 Non-Sworn Employee
- C. Each member of the committee shall serve a two-year term:
 1. Members should be assigned so that there are overlapping terms of service; and
 2. If a member of the committee is unable to complete their two-year term the Supervisor of the Training Unit will select a replacement member. The replacement member shall complete the term of the member being replaced.
- D. The committee has the responsibility and authority to:
 1. Evaluate all internal and external training programs used by the Department; and
 2. Identify other training needs within their respective Bureau for command staff consideration.
- E. The Training Committee has no authority over the Department's training function but acts in an advisory capacity through the Training Unit.
- F. The Training Committee shall meet at least once a year at a time set by the Supervisor of the Training Unit.

- G. The Training Committee will report to the Commander of the Administrative Services Bureau. All minutes from the Training Committee meetings and any proposed changes will be forwarded to the Commander of the Administrative Services Bureau.

IV. ATTENDANCE AND RECORD MAINTENANCE:

- A. Mandatory attendance by all sworn personnel is required for the following training:
 - 1. Firearms proficiency training;
 - 2. Annual in-service training;
 - 3. Roll call training; and
 - 4. Programs identified by the Department as being required for assignments to specialized positions or promotions.
- B. Attendance at all training programs will be documented by attendees signing attendance sheets:
 - 1. All completed attendance sheets will be kept on file in the Training Unit.
- C. Any overtime paid, work schedule or day off adjustments made due to training programs will be done so in accordance with agreed upon language in the collective bargaining agreement covering the affected personnel.
- D. Personnel may be excused from training programs due to illness, court appearances, operational need and emergency situations. It will be the responsibility of every officer when advised of a training date to check their calendars for other duty obligations and immediately inform their supervisor of the conflict.
- E. Personnel unable to attend Northern Illinois Training Advisory Board (NITAB) training with less than 72 hour notice shall contact their supervisor, the Training Unit Supervisor and NITAB and inform each of the reason they are unable to attend the training:
 - 1. If unable to make contact with NITAB (after hours) a message must be left with the NITAB office.
- F. Supervisors will contact the Training Unit Supervisor, or their designee, upon receiving such notification from an officer. The Training Unit Supervisor and the officer's supervisor will determine a date for the training to be made up by the officer.
- G. Records for all training, excluding firearm proficiency, will be maintained using the PowerDMS program. Copies of training certificates will be maintained in each employee's personnel file:
 - 1. The Supervisor of Training Unit and Senior Administrative Assistant will be responsible for maintaining training records using the PowerDMS program.

- H. The Firearms Management Program will maintain firearm proficiency training records.
- I. The release of training records to persons outside of the Department will be made at the discretion of and with permission from, the Commander of the Administrative Services Bureau.
- J. All expenses related to authorized and required training will be the responsibility of the Department. This includes tuition and fees, travel expenses (for out of town training), daily per diem (overnight stays only) and any necessary uniforms or equipment required.

V. REMEDIAL TRAINING:

- A. Any employee (sworn or civilian) may be temporarily assigned to the Training Unit for remedial training upon recommendation of their immediate supervisor or member of their chain of command if it appears the employee:
 - 1. Demonstrates a lack of skills, knowledge or abilities in job performance based on evaluation reports or first hand observation; and/or
 - 2. Has received disciplinary action(s) for conduct that may be corrected through additional training; and/or
 - 3. The supervisor shall provide, in writing, documentation covering the reasons the employee has been recommended for remedial training. The documentation shall be sent to the Training Unit Supervisor.
- B. The Training Unit Supervisor and the Commander of the Bureau to which the employee is assigned will establish a timetable for which remedial training will be conducted and the criteria for successful completion.
- C. Any employee temporarily assigned to the Training Unit for remedial training, regardless of rank, will be under the command of the Training Unit Supervisor.
- D. Any officer failing to successfully complete an in-service proficiency training course, on the second attempt, may be subject to disciplinary action.
- E. Any officer may request to be scheduled for temporary assignment to the Training Unit if the officer feels that a legitimate problem exists. The officer's immediate supervisor must give authorization. The officer's respective Bureau Commander must approve the temporary reassignment.

VI. LESSON PLANS AND TESTING:

- A. All Instructors must submit lesson plans and copies of all instructional materials (e.g. PowerPoint, tests, answer key, student handouts) to the Training Unit Supervisor for approval, at least one week prior to any scheduled training programs:

1. Lesson plans prepared for special unit training (e.g. Bomb Squad, S.W.A.T.) may be approved by the special unit's supervisor.
- B. Instructors will use the Rockford Police lesson plan approval sheet, which contains the following. The approval sheet is available on the Department Intranet:
 1. Course title and instructor name;
 2. A statement detailing the subject matter and the course job related objectives;
 3. A description of the instruction method to be used (e.g. panel discussion, group discussion, lecture, audio/visual presentation, simulations, etc);
 4. A statement of performance objectives that focus on the job related elements, provide clear statements of what is to be learned and provides the basis to evaluate the trainee and the training program;
 5. A description of proposed test questions or performance evaluations to be used based on the material presented. This could include, but not be limited to, any of the following:
 - a. Competency based testing, designed to measure the participant's knowledge or abilities to apply the information that was learned, which should be used in most training programs;
 - b. Test questions that, when used, should be written as true/false, multiple choice, short answer or essay;
 - c. Unless recommended by the Training Unit Supervisor and authorized by the Chief of Police, the minimum passing grade will be 70%; and
 - d. Pass/fail grading may be used for certain performance tests in less structured informal situations.
- C. Test results will be kept in PowerDMS, Firearms Management Pro, and the Training Unit.
- D. The Training Unit will retain all lesson plans.

VII. STAFF AND INSTRUCTORS:

- A. Staff and instructors are approved by the Administrative Services Bureau Commander and the Training Unit Supervisor. Instructors for specialty training programs will be selected by the Training Unit based on the following criteria:
 1. Training and education;
 2. Ability and performance;
 3. Law enforcement experience;
 4. Previous teaching experience and knowledge of teaching methods;

5. Dependability; and
 6. Interpersonal Skills.
- B. Once accepted, personnel will complete an instructor development course which includes at a minimum:
1. Lesson plan development;
 2. Performance objective development;
 3. Instructional techniques;
 4. Learning theory;
 5. Testing and evaluation techniques;
 6. Resource availability and use; and
 7. Instructional aids.
- C. Full time instructors are considered permanent positions and are assigned to the Training Unit on a full time basis.
- D. Adjunct instructors are assigned to the Training Unit on a temporary basis depending on their areas of expertise and availability from their regularly assigned duties.

VIII. IN-SERVICE AND ROLL CALL TRAINING:

- A. Scheduled mandatory in-service training shall be attended by all sworn personnel assigned.
- B. The areas of training will include legal updates and any training conducive to the Department's goals including, but not limited to, the following:
1. Annual instruction and review of use of force and pursuit policy and tactics;
 2. A review of policies, procedures, rules and regulations;
 3. The proper use of discretion;
 4. Interviews and interrogations;
 5. Instructions on report writing skills;
 6. Explanation and review of crime scene responsibilities;
 7. Instruction on courtroom testimony;
 8. Review of civil liability issues;
 9. New investigative techniques and advances in technology;
 10. Domestic violence policies, prevention, intervention and enforcement issues; and
 11. First responder and hazardous materials response.
- C. The following will govern the Department's Roll Call Training Program:

1. Roll call will be conducted at the beginning of each scheduled shift. It will consist of instruction or review by the shift supervisors to include:
 - a. Briefing officers with information regarding daily criminal and Department activity;
 - b. Notifying officers of their daily assignment;
 - c. Notifying officers of new directives or changes in directives and ensuring that all officers understand the new directive or changes to directives;
 - d. Evaluating officers' readiness to patrol via line inspections; and
 - e. Updating officers about wanted persons, stolen vehicles, and major cases.
2. Subject matter for instruction may come from, but is not limited to, the following sources:
 - a. Videos, tapes, and films of law enforcement related issues;
 - b. Short training programs presented by shift supervisors or other Department personnel;
 - c. Review of recent court decisions or legislative changes in laws or ordinance;
 - d. Department policy, procedures, rules, and regulations;
 - e. Current crime trends;
 - f. Review of any hazardous/officer safety situations; and
 - g. Any other issue that may be of benefit to the health, safety, welfare, education, or interest to Department personnel.
- D. All training should be structured in such a way as to motivate officers and to further the professionalism of the Department.
- E. All supervisors are responsible for assuring that roll calls are conducted in a professional manner and serves the purpose of delivering information about criminal activities, changes in procedures and training personnel under their command.
- F. Supervisors will ensure that personnel are given adequate time to review any materials received through training and, when applicable, officers will sign a roll call training form stating that they received and understood the material presented:
 1. Once the roll call training forms are completed they will be submitted to the Training Unit to be kept on file.

IX. SPECIALIZED TRAINING:

- A. The following Units/Teams or assignments within the Department will receive regularly scheduled specialized training / readiness exercises:
 1. Newly promoted supervisors;

2. Traffic Investigators;
 3. Identification Investigators;
 4. Management personnel;
 5. Rockford Narcotics Investigators;
 6. Bomb Technicians;
 7. SWAT Team members;
 8. Hostage Negotiation Team;
 9. Community Services Officers;
 10. Canine Officers;
 11. SCOPE Unit Officers;
 12. Field Training Officers;
 13. Department Armorers;
 14. Recruiter;
 15. New and current Department instructors; and
 16. Other Units/Teams or assignments where specialized training is deemed necessary and approved by the Chief of Police.
- B. The Department will seek task-related training for the aforementioned areas of specialists as soon as possible, preferably with thirty (30) days from appointment to the position. In each of the positions identified, the training may come from outside schools and seminars. In seeking outside training for such programs the following criteria will be utilized in selecting the training:
1. The course should be designed to provide or enhance the skills, knowledge and abilities necessary to perform the job; and
 2. The course should address legal and policy issues particular to the position.
- C. Personnel selected for specialized assignment or promotion will be made aware of administrative and management regulations, policies, and relationships of both supervisors and support services unique to each specialized unit or function.
- D. Any specialized advanced courses successfully completed by Department personnel may qualify for credit towards their mandatory in-service training pending approval by the Training Unit Supervisor.
- E. Supervised on-the-job training may be incorporated into any specialized training programs.
- F. The Department shall ensure that all specialized training requiring re-certification shall be completed in a timely manner, generally prior to expiration.

X. RECRUIT TRAINING:

A. Introductory Training:

1. Upon hiring but prior to reporting to basic academy training, new officers will receive introductory training consisting of, but not limited to, the following:
 - a. Administrative intake procedures;
 - b. Introduction to Department staff;
 - c. Introduction to Department vision statement, mission statement, ethics and values;
 - d. Introduction to various City of Rockford and Departmental services:
 - i. Police Benevolent and Protective Association Unit #6;
 - ii. Rockford Police Relief Association;
 - iii. Employee Assistance Program;
 - iv. Payroll procedures;
 - v. Insurance and benefits; and
 - vi. Deferred Compensation Program.
 - e. Equipment issue;
 - f. Introduction to firearms:
 1. Newly appointed officers are not permitted to carry firearms on duty, or enforce the law until they are certified as a police officer in the State of Illinois by the Illinois Law Enforcement Training Standards Board following graduation from the basic academy.
 - g. Introductory training is subject to change based on the number of recruits hired, recruits prior training and experience, and/or changing priorities of training needs.

B. Training Academy Attendance:

1. All police recruits will attend a State of Illinois authorized basic academy and must pass the State mandated police certification test;
2. Officers, who have completed a certified academy with another department and have been granted a waiver by the Law Enforcement Training Standards Board, will not be required to attend the academy a second time. Officers meeting these criteria will either begin work in the Field Training Program (see General Order 4.03 – Field Training Program and Evaluation Process) or begin the Department City School described in **Section X., D.** of this General Order;
3. While at the basic academy all recruits will be subject to Rockford Police Department orders, rules, and regulations as well as the orders, rules, and regulations of the host academy;
4. Approved Illinois academies issue written rules and regulations, testing and evaluation standards and requirements, physical fitness

standards, and daily schedules to incoming recruits upon entry into their program;

5. The Training Unit Supervisor will be the liaison with the training academy staff keeping the channels of communication open by monitoring the progress of recruits and to provide input to the academy program;
6. The Training Unit Supervisor or designee will maintain dialogue with recruit officers while at the training academy and will ensure that a Department representative visits recruit officers at least once while at the training academy;
7. The Department will ensure that all costs assessed by the training academy related to the training of recruit officers are paid as required by training academy policy.
8. The Department will reimburse recruit officers for any legitimate unexpected out-of-pocket expenses incurred while at the training academy;

C. Training Academy Curriculum:

1. Any training academy utilized by the Department will be required to have a curriculum based on a job task analysis of the most frequent assignments of officers who complete recruit training; and
2. Any training academy utilized by the Department will be required to use evaluation techniques designed to measure a recruit's competency in the required skill, knowledge, and abilities to function as a police officer.

D. Department City School:

1. Upon completion of basic academy training and prior to being placed in the Field Training Program, recruit officers will attend the Department City School:
 - a. The Chief of Police may waive the requirement for attendance at City School after reviewing a recruit officer's prior training and experience as a police officer, or due to a low number of recruit officers making scheduling of a City School impractical. Affected officers will immediately move into the Field Training Program.
2. The Department City School curriculum will consist of training specific to the operational patrol function with an emphasis on report writing and physical control tactics, as well as the Department Accreditation (ILEAP) program;
3. Before any officer is authorized to carry lethal or less lethal weapons, they will be issued paper copies of all general orders applying to the below listed topics, and instructed in the Department policies contained in those orders. The issuance of the orders and instruction shall be documented. The issuance of the orders and instruction must occur whether or not the officer(s) attend Department City School:

- a. General Order 1.06 – Response to Resistance:
 - i. Use of force;
 - ii. Deadly force;
 - iii. Warning shots; and
 - iv. Providing medical aid to persons injured from an officer's use of force.
- b. General Order 1.20 – Department Firearms and Ammunition:
 - i. Authorization to carry firearms;
 - ii. Department authorized firearms and ammunition;
 - iii. Department authorized less lethal weapons; and
 - iv. Prohibitions regarding the carrying of firearms.

XI. CIVILIAN EMPLOYEE TRAINING:

- A. Prior to assuming job responsibilities, civilian employees will be trained in any specialized equipment or practices required for the performance of their position. Some of this training may be provided during new employee orientation sessions conducted by the City of Rockford Human Resources Department. At a minimum this training will consist of, but not be limited to, the following:
 - 1. Orientation to the Department's role, purpose, goals and relevant policies and procedures of both the Department and the City of Rockford;
 - 2. Working conditions and regulations;
 - 3. Rights and responsibilities of the employee and management;
 - 4. Facility orientation; and
 - 5. Department structure and chain of command.
- B. Training for civilian positions requiring specialized training will be accomplished as appropriate to the position and may take the form of on the job or in-service training. Adequate training will be provided prior to personnel assuming full responsibility for the position. The following positions may require specialized training:
 - 1. Administrative/Receptionist/Senior Clerk personnel;
 - 2. Property & Evidence Technicians:
 - a. L.E.A.D.S.;
 - b. NetRMS training and certification; and
 - c. B.E.A.S.T. Program.
 - 3. Data Entry Operators:
 - a. L.E.A.D.S.; and

- b. NetRMS training and certification.
 - 4. Report Review personnel:
 - a. L.E.A.D.S. ; and
 - b. Net.RMS training and certification.
- C. Training provided to civilian employees will normally be conducted in the following manner and will include, but not be limited to:
 - 1. The specific skills necessary to perform any technical aspects of their job;
 - 2. The importance of the link civilian personnel provides between citizens and the Department;
 - 3. The ability of civilian employees' to effectively deal with the public often shapes a citizen's opinion of the entire Department;
 - 4. In-service training;
 - 5. On-the-job or field training; and
 - 6. Formal classes and seminars as appropriate and authorized by the employees' supervisor.
- D. Records of training will be documented using procedures shown in **Section IV., G.** of this General Order and maintained in employee's personnel file.

XII. ACCREDITATION FAMILIARIZATION:

- A. Familiarization with the accreditation process will be provided:
 - 1. To all newly hired Department personnel within a reasonable period after employment begins (For sworn personnel this will normally occur during the Department's City School portion of new officer training);
 - 2. To all Department personnel during the self-assessment phase associated with achieving initial accreditation and each attempt at re-accreditation; and
 - 3. Prior to any on-site accreditation assessor's visit.
- B. Training will include the history, process, goals and objectives, and advantages of accreditation.

ALL GENERAL ORDERS REMAIN IN EFFECT UNTIL REVISED OR RESCINDED.

ANY MEMBER OF THE DEPARTMENT MAY, BY VIRTUE OF EXPERTISE OR POSITION OF FUNCTION, BE DESIGNATED TO AUTHOR OR PROVIDE SOURCE MATERIAL FOR A WRITTEN DIRECTIVE. THE OVERALL AUTHORITY TO ISSUE, MODIFY OR APPROVE WRITTEN DIRECTIVES IS DESIGNATED TO THE CHIEF OF POLICE. HOWEVER, AUTHORITY AND RESPONSIBILITY TO ISSUE DIRECTIVES IS DELEGATED TO THE FOLLOWING.

ALL GENERAL ORDERS ARE SCHEDULED TO BE REVIEWED ANNUALLY BY THE GENERAL ORDER REVIEW COMMITTEE AND WHEN NECESSARY, REVISED OR CANCELED IN ACCORDANCE WITH THE PROCEDURES FOR REVIEWING WRITTEN DIRECTIVES ESTABLISHED IN GENERAL ORDER 1.10 – WRITTEN DIRECTIVES.

ALL NEW AND REVISED GENERAL ORDERS SHALL BE APPROVED BY THE CHIEF OF POLICE BEFORE ISSUE/REISSUE.

ANY EMPLOYEE WITH SUGGESTIONS FOR REVISIONS AND/OR IMPROVEMENTS TO THIS ORDER ARE ENCOURAGED TO SUBMIT THEIR IDEAS TO THEIR RESPECTIVE DISTRICT COMMANDER OR BUREAU CHIEF.

BY ORDER OF

_____ **12/03/2019**

Daniel G. O'Shea

Chief of Police